

Shri Babulal Punamchand Shah Vidhya Shankul

Managed

Smt. R. M. Prajapati Arts College, Satlasana



Handbook
of

Human Values and Professional
Ethics Code of conduct for various stakeholders

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1. Introduction :

A code of conduct is a set of rules that outlines the rules, responsibilities and practices for an individual and committees for the smooth conduct of affairs in an organization. It's expected that staff members strictly adhere to the specified rules and regulations spelled out in this document failing which the action shall be taken as per the procedure laid down by Smt. R. M. Prajapati Arts College, Satlasana. Internal Quality Assurance Cell reserves the right to change / modify the rules and regulations and apply their discretion in specific cases as per the necessity. The rules and regulations included in this handbook are applicable to :

1. Students
2. Principal
3. Teaching staff and Non teaching staff

AS we are associated with the education faculty, our code of conduct has pivotal importance in a student's overall development and his moulding.

2. About the Institution :

Smt. R. M. Prajapati Arts College is located at **Satlasana** in Mehsana district of Gujarat State. Our college was established in 1996 with the name "Smt. R. M. Prajapati Arts College". In 2003, a new building of college was built up with the help of a donor 'Shri Babulal Punamchand Shah' as a consequence, the name of the trust was changed and now it is recognized as '**Shri Babulal Punamchand Shah Vidhya Shankul**'. Our college is affiliated with Hemchandracharya North Gujarat University, Patan. Our college had been awarded **College with Potential for Excellence by UGC in 2012**. The college opted for first accreditation in 2009 and was awarded "**B**" **Grade with 2.51 CGPA** and the second accreditation in 2014 with "**B**" **Grade - 2.79 CGPA**. Smt. R. M. Prajapati Arts College, Satlasana is an affiliated with Hemchandracharya North Gujarat University, Patan and not an autonomous institution. The University frames the curriculum of all the subjects to be delivered in the affiliated institutions. University designed curriculum is accepted. Though at the time of development of new curriculum, appointed faculty of the institution gives suggestions. Curriculum is developed and improved regularly by the university Board of Studies. The faculty is made aware with the new syllabus in the meeting with Internal Quality Assurance Cell. The College Board of Studies takes steps to enhance the effectiveness of the implementation of the Curriculum by analyzing the suggestions given

by the members of the committee. These suggestions are communicated to the Boards of Studies, HNGU. Thus, the content gets updated time and again. Currently, the college offers Five UG Programmes, Five PG Programmes, M.Phil and Ph. D. Programmes. In UG and PG programmes, professional ethics, Communicative Skills in Different Languages taught in the college, Promotion of Self-Learning Group Studies, Vocational Training, Transferable Life Skills, Add-on Courses and Programmes, Educational Tours and Field Work occupy a significant place under general studies. In the College Induction Programme, students are given detailed information about various subjects offered by the institution under CBCS, co-curricular activities, NSS, NCC, Sports add-on courses and soon. As a part of students supports services. At the micro level, the curriculum of teaching here aims to equip students with firstly, deeper knowledge in their core subjects, necessary skills and moral values in their personal life and meaningful participation in the society as responsible citizens of the country; secondly, pursuance of higher education and thirdly; transition from students to valuable human resources. At the micro level, the mission of the curriculum and its teaching is set to develop in each student, the critical and creative thinking, evaluative ability, communicative skills, team spirit, inventive and innovative attitude and aptitude in all programs. In order to achieve the realization of the above said aims and mission of effective curriculum delivery, all the teachers in general are sent for trainings like orientation programs, refresher courses, Faculty development programme, Consequently, they collect and use the appropriate and updated materials, audio visual aids, multimedia and other ICT instruments in their class room teaching. In the monitoring and evaluative process of the curriculum, weekly tests, assignments, projects, seminars and viva voce are being conducted for all the students towards their internal assessment. To sum up, as for the effective curriculum delivery, the teachers are the true critical internal role players implementing, assessing and imparting quality education to the students. The curriculum categorically identifies the outcomes of the learning, standards and competences of the students and helps build a solid foundation to support learning in their current and higher level of studies. The major goal of the college is an all round development of students for competence and productive career in a challenging and competitive world. The college has earned good reputation for its quest for excellence .

3. Vision :

To impart higher education to the local youths, especially to those girls who live in and around remote rural / tribal areas, to prepare them in the context of social and economic needs. The institution tries to develop the overall healthy personality of the students to contribute in the development of the nation.

4. Mission :-

The mission of our institute is committed in the path of empowerment of rural youths (especially girls) through access to quality higher education, enabling them to develop educationally intellectually, socially, and morally to inculcate in them the values of social, economic and national responsibilities.

5. Core Values :

I. Jiv Daya and Non-Violence:

Jiv Daya and Non-violence are the basic values of Indian culture and way of life since the days of Mahavir and Buddha. We encourage these values in our students in various ways. Every year, we distribute water pots and shelter for birds to spread out the message of Jivdaya. Concept of non-violence is incorporated in curriculum especially of literature and social sciences. We organize seminars, workshops, rallies etc on this subject. We also celebrate International Non- Violence Day every year on 2nd October.

II. Liberty:

Liberty is also one of the basic principles of democracy. Students are oriented towards this principle in various ways. Students are given liberty to express their views and ideas through oral presentation, group discussion, poster presentations, etc. They have academic liberty in true sense of the term. The college provides an environment in such way that the students can flourish their potential in positive direction.

III. Fraternity :

Fraternity is another basic principle of democracy. Students are taught the significance and value of fraternity in present scenario. Every year we celebrate certain days and encourage students for giving respect to each other and spread out the concept of 'Vasudev Kutumbkam'.

IV. Cleanliness and Environment :

Cleanliness is the basic principle and core value of our college. The government has also put much importance to cleanliness by celebrating 150th birth anniversary of Mahatma Gandhi. Besides, our college has a pleasant environment which helps us in establishing green campus. We orient the students towards the importance of Cleanliness and environment in various ways:

- (1) By organizing Cleanliness campaign.
- (2) By conducting various awareness programme under UNNAT BHARAT
- (3) By celebrating World Environment Day and Ozone Day.
- (4) By encouraging students in various environment and cleanliness related programme under NSS.

V. Women Empowerment :

Today women empowerment is seen in each and every field. Respect for women is necessary to ensure crime free and peaceful society. The students are oriented towards this value in various ways. Various communities and cells like C.W.D.C. and Anti - Sexual Harassment Cell are established by solving complaints related to women. We celebrate various seminars and conferences about the role of woman in the society under department of sociology. International Woman Day is also celebrated on 8th March every year to spread out the messages of woman equality.

VI. Equality:

Equality is one of the four basic principles of democracy –the other three being liberty, fraternity and tolerance. Students are taught the importance and value of the principle of equality, especially the economic and social equality. They should learn how to treat every human being equally irrespective of gender, colour, creed, race, caste, religion, etc. The constitution of India also declares Equality as one of the fundamental rights. As a part of it, we celebrate Indian Constitution Day by organizing expert lecture on Fundamental Rights.

6. Objectives :

1. To understand moral values that guides a professional and to address moral issues in a profession.
2. Justification of moral judgement concerning a profession.
3. To nurture a set of beliefs, attitudes and habits that engineers are expected to display concerning morality.

4. To introduce awareness on human values and professional ethics.
5. To inculcate Moral Values and social responsibility.
6. To follow the fundamental duties as per constitution of India.

7. Human Values :

Human value is defined as "a principle that promotes well-being or prevents harm. The different sources responsible for evolving human values are : religious leaders, gurus / saviors, teachings and practices, the need and judgment of fulfilling an individual's need in the society. Human values can assure a happy and harmonious human society. In our institute, we cultivate and inculcate these values into students and staff through teaching and conduction various activities. The human values are as listed below:

8. Types of Values :

The prime objective of the Institution is to inculcate the following human and social values in the minds of Students through education.

- Happiness for all
- Peace and prosperity
- Freedom and equality
- Morality
- Universal brotherhood
- Social sensitization
- Woman Empowerment
- Empathy
- Justice
- Humanitarian Attitude
- Sustainable Development
- Gratitude

9. Professional Ethics

- Happiness
- Human Values
- Secularism
- Environmental Consciousness
- Honesty
- Trust

- Accountability
- Healthy relationship between students & faculty, Truthfulness
- Punctuality and self awareness
- Equality and responsibility towards all students
- Social sensitization and social justice
- Gratitude towards the needy students
- Jivdaya
- Women empowerment
- Ampathy towards all particularly weaker section students

I. Happiness :

Happiness is one of the important professional values. Knowledge, judgement and wisdom are essential ingredients in making the right choices in life and lead to happiness. To be truly happy, people should act from moral point of view. Happiness comes when you feel satisfied and fulfilled. It is a feeling of contentment. Experiencing true happiness is the matter of changing our thoughts, being grateful, being kind, smiling and living a life you love.

II. Human Values :

Human values have the unique ability to define their identity, choose their values and establish, their beliefs. All these three directly influenced a person's behaviour. Our values associate emotions to our experience and guide our choices, decisions and actions. A person's observation on its environment are filtered through his value to determine whether or not he should expend energy to do something about his experience.

III. Secularism :

Secularism is a belief that rejects religion, or the belief that religion should not a part of affairs of the state or part of public education. Freedom, religion and equal citizenship to each citizen are the important features of secularism. Secular ethics is a branch of moral philosophy in which ethics is based solely on human faculties such as logic, empathy, reason, moral intuition and not derived from supernatural revelation or guidance.

IV. Environment Consciousness :

Environment ethics is a part of environment philosophy we have to maintain ethical balance in environment and eco system by managing natural resources in a

sustainable manner. Save the water, Grow more and more tree, reduce chlorofluorocarbon, stop open burning, reduce usage of chemicals, recycle the waste products, save electricity, print as little as necessary and avoid plastic are the various possible ways to protect our environment.

V. Honesty :

Honesty is the bedrock of trust and trust worthiness. The moral command to be honest requires us to speak and act only in ways that engender and justify trust. An honest person is a trusted neighbors and citizen. He or she does not steal, cheat or use fraud or any form of trickery to acquire anything of value. Honesty is a facet of moral character that connotes positive and virtuous attributes such as integrity, truthfulness and straight forwardness. Honesty also involves being trustworthy, loyal, fair and sincere. Honesty is when you speak the truth and act truthfully Therefore, the statement **honesty in the best policy** is used in the form of various ways.

VI. Trust :

Trust is important in all relationship. We are committed in taking a neutral and objective stance in our judgment and any recommendations that we give. This includes our conduct in maintaining and safeguarding the integrity of the trust pilot platform. So, we expect our employee, our community and way one doing job with us to maintain a high standard of behaviour that under scores and promotes trust in the Trust pilot platform.

VII. Accountability :

The value of Accountability is the willingness to take responsibility for one's own action. Accountability is one of the most important professional ethics which encourages the spirit of the team with integrity. Personal accountability is the belief that you are fully responsible for your actions and consequences. It is a choice, a mindset and an expression of integrity. Accountable leaders do not blame others when things go topsy-turvy. When you manage results and expectations, consistency with regular feedback, you can achieve personal accountability.

VIII. Punctuality and self Awareness :

Punctuality is a sign of professionalism and helps you stand out as a reliable and trust worthy employee. Being punctual helps in establishing your reputation as dependable and consistent employee. We should have the habit of being punctual even in smart things. Punctuality helps us to save a lot of time.

IX. Equality :

Equality is a professional ethics which is very important in every field. It is the state of being equal especially in status, rights or opportunities. That's why it is the responsibility to promote racial equality in the institution. People who are treated fairly and have equal opportunity are better able to contribute socially and economically to the community and to enhance growth and prosperity. Equality creates more positive working relationship, increasing our performance and appearing a wider audience.

X. Social Sensitization :

Students who are socially aware realize that one of their prime responsibilities to serve the society they are a part of. Therefore, their important is to imbibe a basic sense of social responsibility and sensitize students to social causes and issues. So, are not just efficient in side of it. Social responsibility means maintaining equilibrium between various sectors of the society.

XI. Gratitude towards needy students :

Gratitude is the quality of being thankful, readiness to show appreciation for and to return kindness. Gratitude helps people feel more positive emotion, relish good experiences, improve their health deal with adversity and build strong relationship. Gratitude is strongly associated with greater happiness that comes form appreciation when you say the needy students **don't worry beta, I help you, I am always with you, Call me at any time** this words provide spirit and enthusiasm in the students.

XII. Jivdaya :

Jivdaya means a compassion for all living things which include feeding birds, feeding and caring for sick and elderly animals, purchasing animals offered for sale for slaughter and setting them free. When you provide food clothes and other essential things to some needy people, it is the act of jivdaya. In institution, we have to create environment of "Karuna" in the mind of our students by encouraging their act of Jivdaya. Pity and compassion are words used for Jivdaya.

XIII. Women Empowerment :

Women empowerment is one of the most influential professional ethics Women empowerment includes the action of rousing status of women through education, raising awareness and literacy training. Woman empowerment in all about equipping and

allowing women to make life determining decision through the different problems in society.

XIV. Empathy towards all particularly weaker section students :

Empathy is the capacity to understand or feel what another person is experiencing from within their frame or reference, It is the action of understanding, being aware of, being sensitive to another person's thoughts and feelings from his or her point of view. In short, empathy is the ability to understand and share the feelings of another. In institution, empathy towards the students of weaker section is very necessary to make them confident and committed.

10. Professional Values :

I. Integrity :

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well informed decisions. It yields the person's peace of mind, and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthralls people not only to execute a job well but to achieve excellence in performance. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

II. Credibility & Responsibility :

The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

III. Loyalty :

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

IV. Commitment :

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of

top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society and the nation at large. Target oriented efforts are put to reap efficiency.

V. Attitude :

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present key topics in the study of attitudes include measurement, attitude change, consumer behavior and attitude - behavior relationships. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

VI. Valuing Time :

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. The proverbs, Time and tide wait for nobody and Procrastination is the thief of time.

VII. Passion :

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.

11. Identifying One's role in larger picture :

Cultivating the skill of big picture thinking is important. When one maintains big picture it allows one to Lead, keeps one in target, promotes teamwork, gain insight from different people and makes one ready for the change.